

approved 4/14/14

Franklin County Library Board of Trustees Meeting

January 13, 2014

At the Royston Library

Board members present: Rita Shoemaker, Debbie Flowers, Nancy White, Darby Cannon, Cheryl Slater

Branch managers present: Emma Lecroy, Rosie Chitwood

Athens Regional Library Staff: Kathryn Ames, Donna Brumby

Rita called the meeting to order.

The minutes of the October meeting were approved (motion by Cheryl, second by Darby, unanimous approval).

Members approved the agenda (motion by Cheryl, second by Nancy, unanimous approval).

There were no public comments.

Emma gave the local report for Lavonia. She noted that shrubbery in front of the building has been pulled up. Cleaning of the old agricultural building has begun. Emma needs to call the city about a leak. Not many people visited the mobile van that came to the library parking lot in December. No work is currently being done on the soffits. Lavonia city manager hasn't yet applied for the MRR grant money. Kathryn said that they have reserved \$300K for next year.

Rosie gave the local report for Royston. She noted that operations are getting back to normal. Regular programs are being held. The number of people who attended the grand opening was impressive. The upcoming Reader's Advisory is Royston's responsibility. Staff is working on scheduling computer classes to be held in the computer lab. Some staff members from Oconee library will soon visit to tour the Royston Library. Rosie noted on her report the increase in statistics (circulation, attendance, computer use) due to the new library in what is sometimes a slow month.

Kathryn Ames gave the regional director's report. She noted that a new library draws more people. The Royston grand opening was featured in the Georgia Public Library newsletter. Lamar Veatch has announced his retirement in December and Kathryn is on the selection committee to hire his successor. In referring to the financial report, trustees need to amend the budget to reflect the increase of money from the Franklin County Board of Commissioners from \$30K to \$32.5K. Part of the budget overage occurs because the e-rate check does not come until later in the year. In reviewing the finances for library construction, Kathryn noted that final bills from Spratlin, the interior designer and others are still to come. If there are more revenues than expenses when the project is done, the board will decide what to do with the extra money. Kathryn hopes we'll have estimates for expenses to come at the next meeting.

Under new business, Rita asked for a motion to amend the budget amount contributed by the Board of Commissioners from \$30K to \$32.5K. Cheryl made the motion, Darby seconded it, and it was unanimously approved.

Kathryn noted that beginning July 1 we will have no money from the state for materials. Trustees were asked to request our state legislators to approve funds. Per state law materials should be funded at \$0.35 per capita if funds are available. Kathryn's staff is revising the e-book contract and Galileo. We also need to request MR&R money to support libraries such as Lavonia. If there is any money available this year, we want to continue computer upgrades in the county. Kathryn noted that all money raised in our county stays in our county. A review of the ARLS Family Medical Leave Act policy was triggered by two branch managers who requested FMLA leave. In Royston, there are ceiling leaks in the same places where they previously occurred, and Mike Cartney needs to be reminded of this. Donna noted that staff development day was held in Athens once again since construction is completed. PINES will undergo a major upgrade this weekend and will be down over the Martin Luther King holiday.

Rita noted that Hot Dog day at the state capitol is on January 27 and carpools will be arranged for trustees who want to attend.

Kathy asked trustees to send thank you notes to our legislators after the legislative session to thank them for their support for our libraries.

Rita gave members a list of the proposed uses for the old cannery in the former agricultural building. This is the list that was given to city manager Gary Fesperman to assist in applying for grant money to renovate the building.

Trustees discussed the proposed policy/guidelines for use of meeting rooms in the two libraries. After discussion, a motion was made that we adopt the guidelines presented at today's meeting with a review of them in three months. Darby made the motion, Cheryl seconded it, and it was unanimously approved.

Rita told trustees that we have proposed replacements for two vacant seats—Doris Bell for Canon and Toni Milsap for the Board of Education. The motion to accept these two names as trustees was made by Nancy, seconded by Debbie, and unanimously approved by trustees. Doris's term will be set to expire in 2017 and Toni's in 2015 since she will be filling Ann Ashworth's unexpired term. Rita will contact city of Canon and Board of Education regarding these appointments.

There being no other business, Rita asked for a motion to adjourn. Darby made the motion, Nancy seconded it, and it was unanimously approved.

approved 7/14/14

Franklin County Library Board of Trustees Meeting

April 14, 2014

At the Lavonia Carnegie Library

Board members present: Rita Shoemaker, Debbie Flowers, Nancy White, Darby Cannon, Cheryl Slater, Travis Moon, Wayne Miller.

Branch managers present: Emma Lecroy, Rosie Chitwood

Athens Regional Library Staff: Donna Brumby

Rita called the meeting to order.

The minutes of the January meeting were approved (motion by Debbie, second by Cheryl, unanimous approval).

Members approved the agenda (motion by Nancy, second by Travis, unanimous approval).

There were no public comments.

Emma gave the local report for Lavonia and referred members to her written handout. She noted that no work has yet been started on the library. She also said that all summer programs will be held at the Community Center.

Rosie gave the local report for Royston. She referred members to the patron comments on her written handout. She also noted that Annette and Lindsay will soon go to the schools to talk about upcoming programs; Royston Friends decided to sponsor four children through the Ferst Foundation; both libraries will feature Wendy Bennett for their final summer programs; eight people attended the Georgia Mountain Development Career Coach; there have been a few facility problems at the Royston library; patron count and computer use is up.

Donna gave the regional library report beginning with the financials. She noted that the e-rate rebate will come at year end and she will check the supplies account to see what caused the overrun. She noted that books for Lavonia were ordered from its gift account; money is left over in the construction account now that all bills have been paid; some of the leftover money will be used to order blinds to mitigate the sun problem at the circulation desk; a message board will be placed outside the library after investigation to see what a more modern sign will cost; money left from the construction is from the Brown estate so there isn't a deadline to spend it.

Cheryl commended Mrs. Ames for her management of the construction funds for our project. Darby suggested that we should pass a resolution of commendation at an appropriate time.

Donna reviewed the annual report for fiscal year ending 2013 that contains statistics about our libraries. She said that there is no money in the state budget for materials but our county did get some MR&R money. She said that the state will no longer provide state-wide internet filter service and each library

must manage this locally with help from regional system personnel. The Georgia legislature approved a bill (in effect July 2014) that allows up to 29 hours worked by employees without having to offer insurance benefits. The bill is awaiting Governor Deal's signature.

Donna provided information about upcoming FOGL meeting in Athens and noted that interviews for the next regional library director will begin this week. A new branch manager for the Madison County Library (Kim James) has been hired, and interviews for the Oconee librarian are in progress.

Rita moved to new business by encouraging our board members to join the Friends organizations for Lavonia and Royston as a gesture of our support for both libraries.

Budget visits to ask for funding from our funding agencies will begin with the Board of Education on May 5<sup>th</sup> at 6:00 at their work session. Members decided to ask for the following amounts during upcoming budget visits:

Board of Commissioners \$35,000, up from current amount of \$32,500 because of increase to  
Insurance and retirement cost.

Board of Education \$18,225 (no change)

Lavonia \$15,000, up from current amount of \$10,000 to help fund an employee to provide  
additional coverage

Royston \$18,000 (no change but the facility needs help with cleaning service)

Carnesville \$2,000 (no change)

Franklin Springs \$1,000, up from \$500 to help bring their amount toward previous funding level

Canon \$800, up from current amount of \$600.

Donna noted that a preliminary FY2015 budget will be available at the July meeting.

Rita will send notices to the agencies represented by Nancy, Darby, and Debbie indicating that they are willing to serve another term on the board and asking for approval. Doris Bell is the new representative from Canon. The BOE position is still vacant.

Nominating committee for 2014-2015 officers includes Rita as chairperson, Darby, and Travis.

There was a brief discussion about the Lavonia MR&R grant money. Rita noted that Nate Rall (state library construction manager) has reviewed the work that needs to be done. In Royston library, there have been no recent leaks, a projection and sound system was installed in the meeting room, the heating/air filters need to be checked for replacement, and a blinking light in the computer room needs attention.

The next board of trustees meeting is on July 14 at the Royston library.

Rita called for adjournment, Darby made the motion, Debbie seconded it, and all approved.

There being no other business, Rita asked for a motion to adjourn. Darby made the motion, Nancy seconded it, and it was unanimously approved.

approved 10/13/14

Franklin County Libraries Board of Trustees

Minutes of July 14, 2014, Meeting

Trustees Present: Rita Shoemaker, Darby Cannon, Travis Moon, Wayne Miller, Nancy White, Logan Mathis, Cheryl Slater

Library Staff Present: Rosie Chitwood, Emma LeCroy, Kathryn Ames, Donna Brumby

Rita called the meeting to order.

Minutes of the previous meeting were unanimously approved (Wayne motion to approve, Nancy seconded).

The agenda was unanimously approved (Wayne motion to approve, Cheryl seconded).

There were no public comments

Local Report for Lavonia Carnegie Library: Emma noted that summer reading program attendance appears to be down this year. The library received a \$300 donation from a patron.

Local Report for Royston Public Library: Rosie stated that the past quarter was a busy one and that summer programs are doing fairly well. The library received a \$1K grant from The Libri Foundation to purchase books for children. Rosie will attend a teacher retirement meeting scheduled for next week. There was good attendance for the Georgia Mountain Workforce Development Career Coach. Rosie also noted problems with the front door being broken and need for someone to clean the library.

Regional Director's Report: Regarding the financial report, we are close to 100% of both revenue and expenses. The telephone expense is over budget because the e-rate credit has not yet been received. Supplies are over budget because of printer cartridges. Kathryn noted that any money left over at the end of the fiscal year will roll into our "reserve" account. There was some discussion among trustees about the discrepancy between the amount shown on the budget for contribution from the Board of Commissioners and what board members believe the amount should be. Kathryn said that one good thing for the financials this year is that we didn't have to pay health insurance for an additional person. Kathryn also updated trustees on progress of implementation of new broadband service. Royston's broadband has increased; Lavonia will get an upgrade but no date available yet. The Region had to change filtering companies so ARLS should be alerted if problem sites show up. The libraries will receive another MRR computer grant of \$2M statewide, with about \$4,500 going to each library. Donna gave trustees an update on a new service – Zinio – through which magazines can be downloaded to laptops and other mobile devices. It can be accessed through the Regional website. Kathryn also explained that at the next regional board meeting there will be a discussion with police and board members regarding the gun issue. Currently there is not much library staff can do under the new Georgia gun law other than to report misbehavior to police. Staff training sessions will be held later to update staff on various scenarios they may face. Kathryn will ask the regional board to approve 90 minutes of closure time for libraries to discuss the issue.

Trustees discussed a policy for handling donations of art and other decorative objects to Franklin County libraries. The policy as approved by the trustees (motion by Cheryl, Darby seconded) is as follows:

"The Franklin County Libraries do not accept artwork or other decorative items for permanent display at the time. The only artwork accepted is for temporary exhibit in displays."

The nominating committee (Rita, Darby, Travis) presented proposed officers for FY2014-2015. They are Senior Co-Chair Rita Shoemaker, Junior Co-Chair Darby Cannon, Vice Chairman Travis Moon, Secretary Cheryl Slater. Nancy moved that we accept this slate, Wayne seconded, and slate was unanimously approved.

In other business, Rita stated that the Board of Commissioners says we will get the same amount in upcoming fiscal year as previously but that amount is in question. There is no update yet on amount the Board of Education will contribute. Lavonia, Royston, Canon, and Franklin Springs are on calendar years so we will speak with them later in the year. Carnesville approved the same amount as previous year.

Regarding the FY2015 budget, Kathryn advised that we should continue with our budget at current amounts until/unless we learn of changes to the amounts.

Phase I of the Lavonia Carnegie library renovation project is proceeding.

Trustees discussed proposed sign for Royston Library. They appointed a committee (Rita, Travis, Rosie) to finalize sign design and price (motion by Cheryl, seconded by Darby).

The next meeting will be October 13 at the Lavonia Carnegie Library.

Meeting was adjourned (motion by Travis, seconded by Nancy, unanimous approval).

Minutes prepared by Cheryl Slater 7/15/2014

**Franklin County Libraries  
Athens Regional Library System**

**Donation of Art, Plaques, and Other Furnishings Policy**

The Franklin County Libraries do not accept artwork or other decorative items for permanent display at this time. The only artwork accepted is for temporary exhibit in displays.



Franklin County Library Board of Trustees Members  
2014 - 2015

Representation & Term	Contact Information
City of Canon  (1 <sup>st</sup> full term expires 6/30/2017) Profession: retired	Doris Bell  <a href="mailto:dorisandlynn@aol.com">dorisandlynn@aol.com</a>
City of Carnesville  (2 <sup>nd</sup> full term expires 6/30/2017) Profession: retired	Nancy White 8921 Ila Road Carnesville, GA 30521 <a href="mailto:nwhite@windstream.net">nwhite@windstream.net</a> 706-384-2685
City of Franklin Springs  Regional Board Member (2 <sup>nd</sup> full term expires 6/30/2016) Profession: retired	Cheryl W. Slater P. O. Box 745 Royston, GA 30662 <a href="mailto:mrswaltslater@aol.com">mrswaltslater@aol.com</a> 706-246-9599 (home) 913-708-2088 (cell)
Franklin County Board of Commissioners  Junior Co-chair (1 <sup>st</sup> full term expires 6/30/2017) Profession: retired educator	Darby Cannon, III P. O. Box 771 Lavonia, GA 30553 <a href="mailto:drbyca@aol.com">drbyca@aol.com</a> 706-356-8131
Franklin County Board of Commissioners  (1 <sup>st</sup> full term expires 6/30/2017) Profession: retired	Debbie Flowers 300 Rue Saint Joan Lavonia, GA 30553 <a href="mailto:debbief@gumlog.net">debbief@gumlog.net</a> 706-356-5121
Franklin County Board of Commissioners  Regional Board Member (2 <sup>nd</sup> full term expires 6/30/2016) Profession: retired	Wayne Miller 89 Place De Le Toile Lavonia, GA 30553 <a href="mailto:wmiller@windstream.net">wmiller@windstream.net</a> 706-356-3384

Franklin County Board of Education	(Vacant and expired)
Franklin County Board of Education Vice Chair (1 <sup>st</sup> full term expires 6/30/2015) Profession: retired educator	Travis Moon 165 Tugalo Point Lavonia, GA 30553 706-356-8642 <a href="mailto:tlmoon@windstream.net">tlmoon@windstream.net</a>
City of Lavonia  (1 <sup>st</sup> full full term expires 6/30/2015) Profession : retired	Logan Mathis P. O. Box 723 Lavonia, GA 30553 <a href="mailto:lhmacm@windstream.net">lhmacm@windstream.net</a> 706-356-8994
City of Royston  Senior Co-Chair ( 1 <sup>st</sup> full term expires 6/30/2015) Profession: Franklin Co. Mentor Program	Rita Shoemaker 106 Franklin Springs Street Royston, GA 30662 <a href="mailto:ritabshoe@hotmail.com">ritabshoe@hotmail.com</a> 706-245-7374 (home) 404-906-9653 (cell)

#### Library Personnel

Director Athens Regional Library System	Kathryn Ames <a href="mailto:kames@athenslibrary.org">kames@athenslibrary.org</a> 706-613-3669
ARLS Assistant Director for Regional Services	Donna Brumby <a href="mailto:dbrumby@athenslibrary.org">dbrumby@athenslibrary.org</a> 706-613-3650 ext 307
Lavonia Branch Manager	Emma LeCroy <a href="mailto:elecroy@athenslibrary.org">elecroy@athenslibrary.org</a> 706-356-4307
Royston Branch Manager	Rosemary Chitwood <a href="mailto:rchitwood@athenslibrary.org">rchitwood@athenslibrary.org</a> 706-245-6748

# **Constitution and Bylaws for Franklin County Public Libraries**

**Approved October, 1987 (amended July, 1989; October 10, 1989; April 8, 1991; August 21, 1995; April 8, 2002; April 10, 2006; October 12, 2009).  
Re-ratified October 13, 2014**

## **ARTICLE I - Name**

This organization shall be known as the Franklin County Public Libraries, affiliated with the Athens Regional Library System, with headquarters in Athens, Georgia.

## **ARTICLE II - Purpose**

The Franklin County Libraries shall furnish library service to the people of the county as set forth in the Constitution and Bylaws of the Athens Regional Library, and under the regulations governing public libraries as set forth by the State of Georgia. The Franklin County Libraries shall offer a full program of library service to all citizens of the county by meeting their informational, educational, and recreational needs.

This Constitution and Bylaws are a companion document to the Constitution and Bylaws of the Athens Regional Library system. There is to be no conflict between provisions of this Constitution and Bylaws and those of the Athens Regional Library system. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

## **Article III - Constituency**

The Franklin County Libraries are members of the Athens Regional Library system under the terms of the participating agreement. Membership in the Athens Regional Library System provides the citizens of Franklin County with reciprocal borrowing privileges in all libraries in the system. Likewise, Franklin County Libraries lend materials to citizens of all other counties within the system.

## **Article IV - Franklin County Library Board**

Section 1. Board of Trustees. The affairs of the Franklin County Libraries shall be entrusted to the Board of Trustees, which shall conform to the laws of the State of Georgia governing Public Libraries. The Franklin County Library Board of Trustees shall be composed of 10 members appointed by the governmental agencies financially supporting the library on a regular basis.

The County Commission shall appoint three members  
The Board of Education shall appoint two members  
The City Councils of Canon, Carnesville, Franklin Springs, Royston and Lavonia will appoint one member each.

## **Constitution and Bylaws for Franklin County Public Libraries**

Terms of office shall be for three years and no member may be appointed to serve more than three consecutive terms without the lapse of one year with the starting and ending dates corresponding to the state's fiscal year. Terms shall be staggered so that only one third of the members expire in one year. Members may be elected to a term of one or two years if adjustment is needed to meet the requirement of only one third of the member's terms expiring in one year.

There shall be three representatives appointed by the county library board Co-Chairmen to be members of the Athens Regional library Board. This board is made up of the Boards of the participating counties in the region.

An Advisory Committee may be appointed by the Franklin County Library Board senior Co-Chairman to handle the purely local matters of each branch library. All decisions will be approved by the Franklin County Library Board senior Co-Chairman and the Athens Regional Library System Director and will be reported on at each quarterly county board meeting.

Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall complete the unexpired term.

Appointees to the Franklin County Library Board must live within the political boundaries which are within the jurisdiction of the funding agency which they represent.

Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in the terms of any bequest or gift. Membership dues or fees for individual membership of board members in state, regional, and national library associations may be paid from operating funds.

Section 2. Officers. Officers of the Board of Trustees shall consist of two Co-Chairmen, a Vice Chairman, and Secretary. Co-Chairmen will each serve two year, staggered terms. The Vice Chairman and Secretary will serve one year terms. These officers shall perform the duties prescribed by the Bylaws and the parliamentary authority adopted by the Regional Library Board.

Nominations shall be made by a committee of three board members appointed by the senior Co-Chairman of the Board. The Co-Chairmen and/or Regional System Director may serve as one of the members of the nominating committee. The officers shall be elected at the July meeting and their terms of office shall begin at the close of the meeting at which they are elected.

An officer may succeed himself provided that the Co-Chairmen shall not serve more than three consecutive terms.

Section 3. Standing Committees. Standing committees shall be the Finance Committee, and Committee of Constitution and Bylaws. Other special committees may be appointed by the senior Co-Chairman as needed.

## **Constitution and Bylaws for Franklin County Public Libraries**

### **ARTICLE V - Amendments**

This constitution may be amended at any regular meeting of the Board of Trustees by a two-thirds vote of the members present provided that notice is made in writing at least two weeks prior to the meeting, and provided that a quorum is present. All amendments must be filed with the Director of the Athens Regional Library System immediately upon adoption.

# **Constitution and Bylaws for Franklin County Public Libraries**

## **Bylaws**

### **ARTICLE I. Duties of the Board**

Section 1. The County Board of Trustees shall approve county library budgets, prepared by the Athens Regional Library System Director, and shall present the library's fiscal needs to its supporting agencies.

Section 2. The Franklin County Library Board of Trustees is the group from which the Franklin County members of the Athens Regional Library Board of Trustees are drawn.

Section 3. The Franklin County Library Board shall set local policies and practices when there is no regional library system policy governing that area of service.

Section 4. The Franklin County Library Board shall discharge those duties delegated to it by the Athens Regional Library Board of Trustees. All formal action taken in discharging those duties shall be reported to the Regional Board of approval at their next meeting.

### **ARTICLE II. Duties of Officers of the Board**

Section 1. The senior Chairman of the Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer.

Section 2. The Vice Chairman shall preside in the absence of the Co-Chairmen and act for the Co-Chairmen in the event they are both indisposed, out of town or otherwise unable to perform the duties of the office.

Section 3. The Secretary shall keep a true and accurate account of the proceedings of the Board of Trustees and keep a record of attendance. The Royston Branch library will act as the repository for these documents. The Secretary shall notify proper authorities of the expiration of the term of office of a board member at least two months prior to the time of expiration. Changes in membership shall be reported to the Regional System Director.

Section 4. The Finance Committee and Regional Library System Director shall make a careful study annually of the Library's needs and prepare a budget to be presented to the Franklin County Board of Trustees at the April meeting. The Finance Committee shall recommend the need for increase in library appropriations, negotiate with the appropriating agencies from time to time as needed to provide the library's welfare and support. The committee shall report any negotiations of transactions at each meeting of the Board of Trustees.

## **Constitution and Bylaws for Franklin County Public Libraries**

Section 5. The Committee on Constitution and Bylaws shall periodically review the library's Constitution and Bylaws, and bring to the board's attention any matters that need revision in order to maintain a progressive organization and to insure that the library's official documents are up to date. The committee will report at each meeting of the Board of Trustees.

### **ARTICLE III. Meetings**

Section 1. Meetings of the Franklin Library Board shall be held according to the provision stated in the Bylaws of the Athens Regional Library System.

Section 2. Prior to each regular or called meeting, the Secretary of the county Library Board shall notify each member, and the Regional Library System Director, of the date, time and place of the meeting.

Section 3. Members of the Board of Trustees must attend all regular meetings. Three consecutive unexcused absences will automatically terminate membership on the board. New members shall be appointed by the appropriate agency immediately.

Section 4. The regular meeting of the Board of Trustees shall be held on the second Monday in the months of October, January, April and July at 10:00 A.M.; to rotate among the libraries in the county or at such place and time as designated by the senior Co-Chairman. A quorum shall consist of five members. No official business may be conducted without a quorum. Except as stated elsewhere in this document, a simple majority affirmative vote shall be necessary to approve any action before the Board.

Section 5. The annual meeting of the Board of Trustees shall be held at the time of the July meeting.

Section 6. Special meetings may be called by either Co-Chairman, or upon the written request of three members, for the transaction of business stated in the call of the meeting.

#### **Section 7. Order of Business**

- A. Call to order
- B. Roll Call
- C. Approval of Minutes
- D. Report of the Regional Representative
- E. Report of Committees
- F. Communications
- G. Unfinished Business
- H. New Business
- I. Adjournment

# **Constitution and Bylaws for Franklin County Public Libraries**

## **ARTICLE IV. Library Staff**

Staff members shall include librarians, branch managers, and assistants as needed to provide an effective program of library service. All employees are covered by the Athens Regional Library System Personnel Policy. The Regional Library Board delegates the authority for all employment actions to the Athens Regional Library System Director who will make recommendations for employment in consultation with the local board.

## **ARTICLE V. Reports**

The Franklin County Library Board shall submit all reports requested by the Regional Library System to provide the information necessary to complete reports required by state, federal or local laws or regulations, or to manage the Regional Library system in a efficient and business-like manner.

## **ARTICLE VI. Buildings and Grounds**

Each local advisory committee shall be responsible for building maintenance, repair, expansion and upkeep of grounds.

## **ARTICLE VII. Amendments**

These bylaws may be amended by a two-thirds vote of the members present at any regular meeting of the Board of Trustees, providing announcement of the proposed change is made in writing at least two weeks preceding the meeting to all members, and providing a quorum is present.



approved  
1/12/15

Franklin County Library Board of Trustees

Minutes of October 14, 2014, Meeting

Trustees Present: Rita Shoemaker, Debbie Flowers, Logan Mathis, Darby Cannon, Wayne Miller, Nancy White, Cheryl Slater

Library Staff Present: Rosie Chitwood, Emma LeCroy, Kathryn Ames, Donna Brumby

Rita called the meeting to order.

Minutes of the previous meeting were unanimously approved (Logan motion to approve, Darby seconded).

The agenda was unanimously approved (Cheryl motion to approve, Nancy seconded).

There were no public comments

Local Report for Lavonia Carnegie Library: Emma noted that the STEM books are popular; she described some of the things she has learned about Georgia's new gun law; and she explained how proctoring a test occurred for a library patron.

Local Report for Royston Public Library: Rosie noted the patron comment on her report about encouraging a child to read; the Royston Friends of the Library provided matching funds for the Libri Foundation grant; Kim James has been asked to present a program for the home school students near Christmas; most of the Royston staff will go to Staff Development Day; and the city of Royston has worked on the lines that may have caused toilet overflow in the library.

Regional Director's Report: Kathryn noted that Cheryl has been appointed as new chairperson for the regional board. Regarding the financial report, she noted an income shortfall, the expectation that the billing issue with the Board of Commissioners will be resolved, and that expenditures are about where they should be for this time of year. Issues regarding cracks in bricks at the Royston Library are being discussed with the architects Ponder & Ponder, the building contractor, and the state engineer. Circulation and attendance figures are good. Members received a library fact sheet for use with funding agencies and other publicity purposes. Once updated numbers from the FY2014 report are updated on the fact sheet, Darby will take it to the newspaper. Kathryn gave breakdown figures for the STEM grant, with the two Franklin County libraries receiving \$370 for adult materials, \$185 for teens, and \$1,285 for children's materials. She is completing a computer grant at the regional level and as part of this is asking local librarians about their computer needs.

The trustees reviewed the local Constitution and By-Laws (CBL) to see if any changes need to be made. After a short discussion, Logan moved that we accept the CBL as still current and Wayne seconded the motion. The motion passed unanimously.

Trustees were informed of the "1000 Books before Kindergarten" project, which involves giving parents logs to record the books their children read as a way to encourage parents to read to their children. The project will begin around December 1 and all Athens Regional Library System libraries will participate.

Rita noted that she plans to meet with county personnel to resolve the issue of billing discrepancy between what the Board of Commissioners is paying to the library system and the amount commissioners approved for their current budget.

Kathryn updated trustees about changes in e-rate reimbursements. This year the rebate will be 80%, but will decline to 60% then 40% in coming years. This will have a negative impact on our budget, and our next budget will have to reflect this change.

Trustees were given an update on Phase I of the Lavonia Library renovation project.

Rita provided trustees with the quotes she has received for signage at the Royston Library. After a short discussion which included whether it was wise to spend money on the sign until we know what costs will be incurred for the cracked brick issue, Darby moved that we put up the old sign temporarily, Logan seconded the motion, and it was approved unanimously.

The next meeting will be January 12, 2015, at the Royston Library.

Meeting was adjourned (motion by Wayne, seconded by Logan, unanimous approval).

Minutes prepared by Cheryl Slater 10/15/2014